

BYLAWS OF THE SALT LAKE CENTER FOR SCIENCE EDUCATION PARENT, TEACHER & STUDENT ORGANIZATION

ARTICLE I: NAME, DESCRIPTION, AND PURPOSE

Section 1: NAME. The name of the organization is **THE SALT LAKE CENTER FOR SCIENCE EDUCATION PARENT, TEACHER & STUDENT ORGANIZATION (SLCSE PTSO)**. The SLCSE PTSO is located at The Salt Lake Center for Science Education (SLCSE), 1400 West Goodwin Avenue, Salt Lake City, UT 84116.

Section 2: DESCRIPTION. The SLCSE PTSO exists for charitable, educational, and scientific purposes congruent with the laws and regulations governing exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE. The purpose of the SLCSE PTSO is to enhance and support the educational experience at SLCSE, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at SLCSE through volunteer and financial contributions.

ARTICLE II: MEMBERSHIP

Section 1: MEMBERSHIP. Membership is automatically granted to all SLCSE students, parents and guardians of SLCSE students, and members of the SLCSE staff. There are no membership dues but donations to support the mission of the organization are welcome.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD. The Executive Board consists of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The School Principal, or the Principal's designee, is a voting member of the Executive Board. The School Principal nominates two Student Representatives to serve as voting members of the Executive Board. The School Secretary is a non-voting member of the Executive Board, responsible to act as a financial liaison between the PTSO and the Salt Lake Education Foundation (SLEF) and to mentor and support the PTSO treasurer in meeting the school's financial management requirements.

Section 2: TERM OF OFFICE. The term of office is one year, beginning immediately upon election of officers in a May or June general meeting, and ending upon election of officers in May or June of the following school year. If re-elected in a general meeting of the SLCSE PTSO, officers may serve two consecutive terms in the same office.

Section 3: QUALIFICATIONS. Any SLCSE PTSO member in good standing may become an officer.

Section 4: ELECTIONS. Officers are elected by majority vote of the members present and voting at a general meeting, which must be advertised at least two weeks in advance by posting the agenda on the office door at SLCSE and announcing the meeting's date, time, and agenda for two consecutive weeks in the emailed school newsletter. The method of election, whether by voice vote or paper ballot, is determined by organizing parents for the initial election once nominations have been received. The method of election may be modified, in subsequent years, by majority vote of the Executive Board.

Section 5: DUTIES.

Executive Board: Develop the SLCSE PTSO's annual budget, establish and oversee committees to conduct the work of the SLCSE PTSO, establish fundraising programs, and approve unbudgeted expenditures of no more than \$100, by majority vote.

President: Preside at General SLCSE PTSO meetings and Executive Board meetings, serve as the official representative of the SLCSE PTSO, and retain all official records of the SLCSE PTSO.

Vice President: Oversee the committee system of the SLCSE PTSO, assist the President, and chair meetings in the absence of the President.

Recording Secretary: Record and distribute minutes of all Executive Board meetings and all General SLCSE PTSO meetings, prepare agendas for official SLCSE PTSO meetings, hold historical records for the SLCSE PTSO.

Communications Secretary: Manage communications and marketing for the SLCSE PTSO including, but not limited to, newsletters, email broadcasts, website, and bulletin boards, as needed.

Treasurer: Serve as custodian of the SLCSE PTSO's finances; collect revenue for deposit in accounts with the Salt Lake Education Foundation (SLEF) and/or the Salt Lake City School District's Development Office; pay authorized expenses by preparing, obtaining required signatures, and submitting check requests to SLEF or to the School Secretary; report financial activity every month; present a year-end financial report; facilitate an annual audit (as necessary) through SLEF or the school district; and hold copies of all financial records.

Student Representatives: One middle school student and one high school student, nominated by the Principal, to serve on the Executive Board, representing student interests and advising on student priorities. Student representatives facilitate communication and volunteer recruitment within the student body in support of PTSO programs and activities.

Section 6: BOARD MEETINGS. The Executive Board meets monthly during the school year, or at the discretion of the President. Meetings are open to any member of the SLCSE PTSO and invited guests.

Section 7: REMOVAL. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by majority vote of the Executive Board.

Section 8: VACANCY. If a vacancy occurs on the Executive Board, the President appoints a SLCSE PTSO member to fill that vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTSO MEETINGS. General SLCSE PTSO meetings are held to conduct the business of the SLCSE PTSO, including annual approval of the budget and election of officers. Meetings are held twice during the school year or at the discretion of the Executive Board. Meetings should be informal and Spanish language translators provided as required. Members of the SLCSE PTSO may act as translators.

Section 2: VOTING. All members have voting privileges in the election of officers, approval of the annual budget, changes to the bylaws, and other matters of general concern brought to a meeting of the general membership by the Executive Board. Each member in attendance at a SLCSE PTSO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3: QUORUM. Seven (7) members of the SLCSE PTSO present and voting constitute a quorum.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR. The fiscal year of SLCSE PTSO begins July 1 and ends June 30 of the following year.

Section 2: AFFILIATION WITH SALT LAKE EDUCATION FOUNDATION AND THE SALT LAKE CITY SCHOOL DISTRICT. All donated funds must be deposited with the Salt Lake Education Foundation (SLEF), a 501(c)(3) organization, in the name of the SLCSE PTSO. The President, or his/her designee, and the School Principal, or his/her designee, must sign check requests to pay expenditures approved by the Executive Board. SLEF issues checks promptly upon receipt of approved requests. All other revenue (proceeds from the sale of goods or services in a fundraiser, for example) must be deposited with the Development Office of the Salt Lake City School District and placed in a Fund 22 account from which the School Secretary, upon request of the President and the Principal, or their designees, may pay expenses approved by the Executive Board.

Section 3: REPORTING AND CONTROLS. All financial activity will be recorded in a computer-based accounting system at SLEF and/or in the Salt Lake City School District's Development Office. The Treasurer must track the SLCSE PTSO accounts monthly, reconcile expenditures with the approved budget, and report all financial activity to the Executive Board. SLEF operates in accordance with state and federal law and under the accounting and financial control policies of the Salt Lake City School District.

Section 4: ENDING BALANCE. The organization should expend most donations or the proceeds of fundraisers during the school year in which they are received, leaving a minimum of \$100 in the treasury at the end of each fiscal year. The Executive Board may authorize a larger reserve or save for certain expenditures over multiple years in accordance with an approved budget.

Section 5: CONTRACTS. Contract signing authority is limited to the President or the President's designee, with consent of the Principal or Principal's designee.

ARTICLE VI: BYLAW AMENDMENTS

Any SLCSE PTSO member may propose amendments to the bylaws. Amendments presented at a SLCSE PTSO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the SLCSE PTSO, any funds remaining must be donated to The Salt Lake Center for Science Education.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization is *Robert's Rules in Plain English* by Doris P. Zimmerman.

These bylaws were adopted on _____.

President's Signature _____

Principal's Signature _____